

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **COUNTY CLERK - MOTOR VEHICLES**

DATE: AUGUST 25, 2006

Committee Members Present:

Supervisors Kenny
Belden
Bentley
O'Connor

Committee Members Absent:

Supervisor Sheehan

Others Present:

Pam Vogel, County Clerk
Jody Ross, Deputy County Clerk
Joan Sady, Clerk of the Board
Supervisor F. Thomas
Amanda Allen, Legislative Office Specialist

Mr. Kenny called the meeting to order at 10:33 a.m.

Motion was made by Mr. O'Connor, seconded by Mr. Belden and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Mrs. Vogel distributed an Agenda packet to each of the Committee members and a copy is on file with the minutes.

Mr. Kenny commented that he had reviewed the proposed 2007 budgets with Mrs. Vogel, prior to today's meeting. He said he felt there were no major changes in this year's budgets.

Mrs. Vogel reported the Department of Motor Vehicles (DMV) had recently set up the new window station, as discussed at the last committee meeting. She said the Office Equipment account would need funds transferred over, to cover the related costs of approximately \$4,000. She proposed to transfer the money from the Salary Account since vacant positions during the year had resulted in some unused funds.

Motion was made by Mr. Belden, seconded by Mr. O'Connor and carried unanimously to approve the Request for Transfer of Funds (in the amount of \$4,450 from A.1410 110 to A.1410 220; and \$1,500 from A.1410 110 to A.1410 210) be forwarded to the Finance Committee. A copy of the request form is on file with the minutes.

Mr. Kenny noted the DMV work stations had been in place since the Municipal Center opened in the 1960s. He urged the Committee to consider extensive renovations for the DMV within the next couple of years.

Mrs. Vogel explained there were three separate budgets to be discussed and approved today. She noted the County Clerk Budget (A.1410) showed a 2007 request of \$667,018, as compared to the 2006 appropriation of \$660,271, with an increase of \$6,747.00, largely due to adjustments in the Personal Services accounts. She pointed out the Salaries-Sick Leave Incentive had been increased by \$1,600 since she anticipated more staff members to qualify. She also noted the more seasoned staff

members further qualified for more vacation time and therefore she requested the Salaries-Overtime to be increased by \$500.

Mrs. Vogel directed attention to the Request for Reclassification of Position included with the A.1410 Budget. She said the current qualifications for a DMV License/Reg. Clerk did not require keyboarding skills, although the work environment was computer intensive. She explained the wording "ability to use a computer" did not necessarily mean keyboard knowledge. She noted that lack of keyboarding skills seriously hindered a new employee's performance level. Therefore, she proposed the position be adjusted by one grade level, with the additional requirement of a keyboarding performance test for new hires. Such grade increase, she said, would amount to an overall increase of \$7,611 for 2007.

Responding to Mr. Belden's questions, Mrs. Vogel reported the grade level increase had been discussed with the Commissioner of Administrative and Fiscal Services, Joan Parsons, prior to today's meeting. At Mrs. Parsons suggestion, she said she had contacted a number of other counties to determine how other municipalities were dealing with the situation. She noted the informal poll had revealed a variety of methods other counties had used to increase the skill requirements. She mentioned that one County had added the keyboarding skills requirement 15 years ago.

Mr. Kenny said he felt the wording in the job requirement which stated "ability to use a computer" should be edited to more clearly state "keyboarding skills".

Mr. F. Thomas entered the meeting at 10:45 a.m.

Following a brief discussion, motion was made by Mr. Bentley, seconded by Mr. Belden and carried unanimously to include a keyboarding skills test for the DMV License/Reg. Clerk position, to reclassify the position by one grade level and to increase the salary accordingly.

Mrs. Sady explained the re-classification request was incorporated with the 2007 Budget and would be referred to the Budget Officer, rather than the Personnel Committee.

Responding to Mr. Belden's questions regarding the projected revenues, Mrs. Vogel noted she estimated the 2007 County Clerk Fees (1255) at \$1,000,000 as compared to the 2006 Amended Budget of \$1,062,566 for a decrease of \$62,566. She noted the County Clerk Fees collected through July 31, 2006 totaled \$645,172. In addition, Mrs. Vogel noted the Mortgage Tax collected through July 31, 2006 totaled \$917,000. Mr. Kenny said he felt the revenue projected in this budget was a realistic figure.

Motion was made by Mr. Belden, seconded by Mr. O'Connor and carried unanimously to approve the County Clerk Budget (A.1410) as presented; authorize the committee

chairman to sign and submit same to the Budget Officer.

Mrs. Vogel stated the Records Management Budget (A.1460) showed a 2007 request of \$6,388 as compared to the 2006 appropriations of \$73,704.12 for a decrease of \$67,316.12 due to the current grant project underway. She explained this budget was funded 100% with grant awards, and fluctuated year to year, based on the project being funded.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve the Records Management Budget (A.1460) as presented, and authorize the Committee Chairman to sign the budget and forward same to the Budget Officer.

Mrs. Vogel said the Public Records Budget (A.1665) showed a 2007 request of \$196,157 as compared to the 2006 appropriations of \$200,800.15 for a decrease of \$4,643.15. She said she would recommend one major change in the Personal Services Accounts, to increase the part-time salaries budget by \$1,000.

Responding to Mr. Belden's questions, Mrs. Vogel confirmed the Reproduction Expenses (.425) had been reduced by \$7,868 after she had carefully reviewed the workload anticipated in 2007.

Motion was made by Mr. Belden, seconded by Mr. Bentley and carried unanimously to approve the Public Records Budget (A.1665) as presented, and authorize the Committee Chairman to sign the budget and forward same to the Budget Officer.

Mr. Kenny extended his appreciation to Mrs. Vogel and Mrs. Ross for presenting all of the budgets in such a clear and concise manner. He said it was his personal wish that every department's budget was prepared with such restraint. He pointed out the furniture in the County Clerk's Office had been in service since 1963, and had just been replaced in 2006.

Mrs. Vogel observed that her staff greatly appreciated the support extended by the Committee.

General discussion ensued.

There being nothing further to come before the Committee, on motion by Mr. O'Connor and seconded by Mr. Belden, Mr. Kenny adjourned the meeting at 10:56 a.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist